

# PROCESSING REQUESTS FOR MEDIA SERVICES

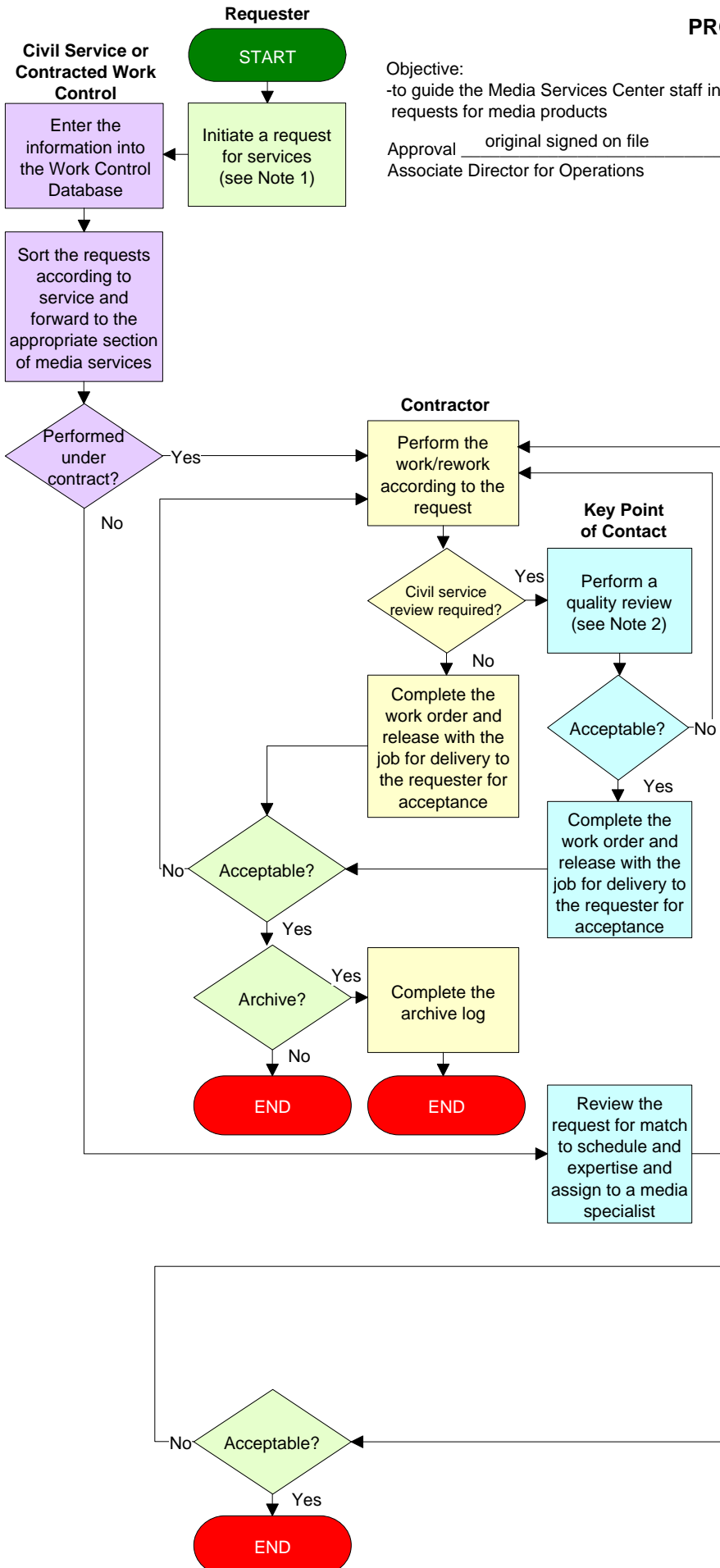
LMS-CP-5906

Revision: D-1

Objective:  
-to guide the Media Services Center staff in filling requests for media products

Approval original signed on file  
Associate Director for Operations

Date: 5/26/06



## General Information

The following records are generated by this procedure and should be maintained in accordance with CID 1440.7:

- Photographic Negatives
- GPO Records
- JCP Reports
- Work Control Database
- Media Services Center (MSC) Work Request (LF 63)
- Photographic Services Request (LF 78)
- Request for Reproduction (LF 77)
- Media Duplication Request (LF 373)
- Video Production Request (LF 374)

## Note 1

Concept must be approved by the Headquarters Communications Materials Review (CMR) Team prior to submitting a request for Graphics or Printing and Reproduction services. Submit request for concept approval at <http://communications.nasa.gov/portal/site/osc>. Services request methods:

- Graphics: Requested electronically via the on-line request system located at <http://msc.larc.nasa.gov> or hard copy using LF 63
- Printing and Reproduction: Requested hard copy using LF 77
- Photography: Available upon schedule only. Contact the Lead Photographer for appointment.
- Photographic Products: Requested hard copy using LF 78
- Video Production and Duplication: Requested hard copy using LF 374 or LF 373
- Multimedia: Verbally contact the Media Concepts Team or see the web site at <http://msc.larc.nasa.gov>

## Note 2

The quality review applies to all products printed through the Government Printing Office and when requested by the Media Specialist. The acceptance is based upon the reviewer's knowledge and expertise.

Random quality checks used to evaluate contractor performance are done on every high-volume printing job. Results are retained in the Technical Monitor's Working File for each contract.